

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. Post <b>Guatemala City</b>	2. Agency <b>DHS/ICE</b>	3a. Position Number 312201 100700
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3b. Subject to Identical Position? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☐ Yes ☐ No

## 4. Reason for Submission

- ☐ a. Redescription of duties: this position replaces  
(Position Number) \_\_\_\_\_, (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade) \_\_\_\_\_
- ☐ b. New Position \_\_\_\_\_
- ☒ c. Other (explain) Review of PD and Title (DHS-ICE Dispatcher/Driver/Property Management Assistant)

## 5. Classification Action

## Position Title and Series Code

## Grade

## Initials

Date  
(mm-dd-yyyy)

## a. Post Classification Authority

Dispatcher/Driver/Property Management  
Assistant/Series 105

FSN-5

## b. Other

## c. Proposed by Initiating Office

## 6. Post Title Position (If different from official title)

## 7. Name of Employee

8. Office / Section  
DHS/ICE

## a. First Subdivision

Department of Justice

## b. Second Subdivision

Department of Homeland Security (DHS)

## c. Third Subdivision

Immigration and Customs Enforcement (ICE)

## 9. This is a complete and accurate description of the duties and responsibilities of my position

## 10. This is a complete and accurate description of the duties and responsibilities of this position

Printed Name of Employee

Printed Name of Supervisor

Signature of employee

Date (mm-dd-yyyy)

Signature of Supervisor

Date (mm-dd-yyyy)

## 11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position

## 12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Printed Name of Chief or Agency Head

Printed Name of Admin or Human Resources Officer

Signature of Section Chief or Agency Head

Date (mm-dd-yyyy)

Signature of Admin or Human Resources Officer

Date (mm-dd-yyyy)

## 13. Basic Function of Position

Dispatches motor vehicles and controls motor vehicle use to provide for effective and cost efficient transportation service for the DHS-ICE Office. Serves as an alternate driver for DHS-ICE. Serves as alternate to the American Direct Hire Property Custodian Officer, whose main role includes maintaining and updating the DHS-ICE Sunflower Property Management System; carrying out a semi-annual inventory and resolving any discrepancies; providing policy guidance to all DHS-ICE staff on the appropriate procedures for issuing, transferring and disposing excess USG property; and procedures related to lost, damaged or missing property.

## 14. Major Duties and Responsibilities

\_\_\_\_\_ % of Time

Incumbent performs motor vehicle dispatching duties, receives requests for scheduled, assigned, and as-needed transportation service to meet requests. In addition to handling routine scheduled transportation service, occasionally handles the transportation of large visiting delegations. Inspects appearance of the vehicles. Ensure that he/she performs the required "Driver's Daily and Weekly Preventive Maintenance Checklist". Incumbent ensures that the daily checklist work is to be performed before the first trip of the day, ensures to complete accurate Daily Vehicle Usage Reports. Maintains records and prepares reports on vehicle operation that include keeping gasoline consumption records for each vehicle. Incumbent assists in the preparation of the following required reports: Vehicle Data Questionnaire, FY Vehicle inventory Reconciliation, and FY Vehicle Replacement Program and Fleet Survey. The incumbent ensures that vehicles are sent to the workshop for periodic maintenance in accordance with established maintenance schedules. Occasionally, may operate motor vehicles. The incumbent will also serve as an alternate driver when needed by DHS/ICE. 50%

The incumbent maintains and updates DHS/ICE Sunflower Property Management System (SPMS) on a daily basis to ensure that all DHS/ICE property is accounted for at all times. This includes keeping user assignments current, updating locations as needed and processing transfers from one account to another with the DHS/ICE custodial officer. The incumbent liaises with DHS/ICE Headquarters Property Office to obtain bar codes, and keep track of DHS/ICE property movements within DHS/ICE offices, residences and partner sites to ensure that the right location and personal custody assignments are indicated in the SPMS. The incumbent will also need to liaise with DHS/ICE Procurement Section to obtain purchase order numbers and costs of new assets for uploading in the SPMS. The incumbent will coordinate with the Embassy's Customs and Shipping section the release from customs for all incoming shipments. The incumbent will be the point of contact with the US Embassy Customs and Shipping personnel for eventual purchases/property bought in the United States. 30%

On a semi-annual basis, carries out an inventory based on guidelines and timelines provided by the DHS/ICE Property Custodial Officer. This procedure is in compliance with DHS/ICE Headquarter regulations for USG property Management. This will include the physical verification of all assets, including items in personal custody and reconciliation of discrepancies which will include visiting all DHS/ICE offices, residences and partner sites, and preparing the final inventory report for submission to the DHS/ICE Property Custodial Officer. Prepare the Report of Survey (ROS) report for lost, damaged or missing property before submission to the DHS/ICE Property Custodial Officer. This will require conducting an extensive research and physical searches for missing or lost items, and documenting all efforts undertakes to locate the missing property in the Report of Survey Form. This also includes ensuring that users provide police reports and other necessary documents to account for lost, damaged or missing property. The incumbent identifies underutilized property and compiles list of excess items for transfer and/or disposal. After obtaining approval from the DHS/ICE Property Accountable Officer, the incumbent liaises with the DHS/ICE Property Custodial Officer to ensure property is collected and transported from the DHS/ICE offices to disposal companies or provide follow up property transfer. 10%

Other duties as assigned.

10%

#### **15. Qualifications Required For Effective Performance**

- a. Education  
Completion of secondary school and two (2) years of college studies is required.
- b. Prior Work Experience  
One to two (1-2) years' experience with fleet management and some clerk experience.
- c. Post Entry Training  
Driver training, vehicle maintenance requirements, reporting requirements. DHS-ICE Property Management Guidelines and Sun Flower Property Management System.
- d. Language Proficiency: List both English and host country languages(s) proficiency requirements by level (II, III) and specialization (sp/read).  
  
Level III (good working knowledge) of English ability is required. Level IV (Fluent knowledge) of Spanish ability is required.
- e. Job Knowledge  
  
Must possess basic knowledge (Level III) of working with databases and online applications. Must have a good knowledge of automotive maintenance. Must have a Type "C" local driver's license. Must have a thorough knowledge of Guatemala City/In-Country, as well as the country's major vehicle routes. Must have some clerical/administrative knowledge.
- f. Skills and Abilities  
  
Driver's license (Type "C") is required. Must have experience with spreadsheets.

#### **16. Position element**

- a. Supervision Received  
ICE Assistant Attaché or his designate will provide overall supervision authority.
- b. Supervision Exercised  
None
- c. Available Guidelines  
US Embassy guides, local law and requirement, ICE Vehicle Management Guidelines.



- d. Exercise of Judgment  
Expected to use good judgment and initiative in providing safety and security while driving VIP's. Safe operations of assigned vehicle to avoid accidents. Consider demands for service, establish priorities, traffic conditions, maintenance schedule and other factors. Must be capable of selecting the correct or most correct solution in an ever changing situation.
- e. Authority to make Commitments  
N/A
- f. Nature, Level, and Purpose of Contacts  
The individual communicates primarily with administrative support level staff, both within and outside of the organization. Incumbent will also communicate calmly, professionally and effectively with all levels of personnel whom may need support.
- g. Time expected to Reach Full Performance Level  
Three to six (3-6) months